



## VOLUNTEER COORDINATOR

### ABOUT THE POSITION

The volunteer coordinator is the overseer of volunteer recruitment, orientation, communication, coordination, and acts as the hub of all internal and external volunteer relations for the organization. This position is part time and reports to the executive director.

### ABOUT THE ORGANIZATION

Founded in 2012, Read and Write Kalamazoo (RAWK) is a 501c3 nonprofit organization based in Kalamazoo, MI. RAWK exists to celebrate and amplify youth voices through the cultivation of reading and writing skills via joy, creativity, equity, and access. We serve PK-12th grade youth in Kalamazoo County.

We bring a supportive community around young people to give them safe and positive spaces to learn and grow. Through the investment of the adults around them, young people begin to hear and know their own minds and voices to enact agency in their lives. Our programs include in-school literacy support, after school tutoring, summer writing camps, summer drop-in writing workshops, thematic workshops, storytelling and bookmaking field trips, and community partnerships. For more information, please visit [readandwritekzoo.org](http://readandwritekzoo.org)

### POSITION RESPONSIBILITIES INCLUDE

- Possess an articulate working knowledge of RAWK's mission, vision, and programs
- Foster positive relationships with volunteers by responding to individual applications, availability, and skills
- Maintain an easily accessible, organized volunteer database including background check information
- Understand RAWK volunteer needs to ensure program and storefront needs are met
- Collaborate with RAWK staff members to connect volunteers to programs
- Plan, organize, and execute volunteer appreciation events in collaboration with RAWK staff
- Advertise, plan, and facilitate hour-long, monthly volunteer orientations
- Coordinate opportunities, partnerships, outreach, and relationships that will grow the volunteer network

### REQUIRED QUALIFICATIONS

- Commitment to RAWK's mission and vision
- Strong written and verbal communication skills
- Ability to work effectively in collaboration with diverse community members and colleagues
- Ability to self-start, work alone, and as part of small team
- Proficiency in Google Drive and/or Microsoft Office, internet, and email communication
- Two years business and/or non-profit experience

### PREFERRED QUALIFICATIONS

- Two year degree, certificate, or equivalent experience
- Volunteer management experience
- Customer service experience
- Experience using volunteer management database
- Conversational in multiple languages

## **JOB LOCATION & SUPPLEMENTAL INFORMATION**

Most job tasks take place at the Read and Write Kalamazoo literacy center and storefront at 802 S. Westnedge. Tasks also take place at various offsite locations within Kalamazoo County for orientations and programs. Evening and weekend work is occasionally required. Job also occasionally requires lifting up to 25 pounds.

## **COMPENSATION**

\$12-\$16 per hour; 12 hours weekly

## **SUBMISSION**

Our application can be found at <http://www.readandwritekzoo.org/employment-opportunities/> OR may be picked up in person at 802 S. Westnedge. Please fill out an application by typing or writing clearly then scan and attach application in a single email to the executive director, Nicki Poer at [nicki@readandwritekzoo.org](mailto:nicki@readandwritekzoo.org) OR return a hard copy to RAWK at 802 S. Westnedge. Applications will be reviewed starting on Monday, December 3, 2018 and the position will remain open until filled.

## **NONDISCRIMINATION STATEMENT**

Read and Write Kalamazoo does not and shall not discriminate on the basis of race, color, religion, gender identity, gender expression, age, height, weight, national or ethnic origin, physical or mental ability, marital status, sexual orientation, military or veteran status, or any other status, in any of its activities or operations.

These activities include, but are not limited to, admitting students, employment of staff, selection of volunteers and community partners, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, partners, and community at large.



Read and Write  
Kalamazoo

802 S. Westnedge | Kalamazoo, MI | 49008

(269) 743-7005

[readandwritekzoo.org](http://readandwritekzoo.org)